



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON  
4325 JACKSON BOULEVARD  
FORT JACKSON, SC 29207-5015

REPLY TO  
ATTENTION OF

ATZJ-EO

16 APR 2012

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Commander, Fort Jackson Partners in Excellence  
Directors and Chiefs, Staff Offices, This Headquarters

**SUBJECT: Fort Jackson Policy Memorandum #4 – Equal Opportunity**

1. Reference: AR 600-20, Army Command Policy, 18 March 2008, paragraph 6-3f.
2. Purpose. Provide command guidance on equal opportunity.
3. Policy:

a. The Army is committed to providing equal opportunity (EO) and fair treatment for Soldiers, their families, and Department of the Army civilians without regard to race, color, religion, gender, or national origin. Army Regulation 600-20, Army Command Policy, prescribes an EO program that formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness. I am committed to the Army's Equal Opportunity Program.

b. Equal opportunity and fair treatment of all members of this command are essential to our readiness. Soldiers and civilians have the right to work in an environment free of unlawful discriminatory behavior or practices that undermine teamwork, mutual respect, loyalty, and shared values of the men and women in this command. Acts of unlawful discrimination, intimidation, and verbal abuse undermine unit cohesiveness, esprit de corps, and ultimately, mission accomplishment.

c. Equal opportunity is a responsibility of leadership and command. Individuals desiring to file a complaint are encouraged to use their chain of command first to resolve their complaints. I hold all commanders accountable for the EO climate within their units. I expect commanders to cultivate an environment that not only fosters EO but also is free of unlawful discrimination and offensive behavior. Alternative agencies and resources are also available to resolve complaints including equal opportunity advisors, installation chaplains, the inspector general, staff judge advocate, provost marshal, criminal investigation division, medical agencies, and the residential communities initiative (RCI) and housing. In addition, commanders will ensure individuals who file EO complaints are protected from reprisal or retaliation. Such reprisals are in direct violation

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of Army policy and will be reported immediately to the Department of Defense Inspector General at 1-800-424-9098 or [www.dodig.mil/hotline](http://www.dodig.mil/hotline).

d. I charge all leaders to set the example and provide a living, working, and recreational military environment free of unlawful discrimination. To do so, you must ensure your Soldiers and civilians know and understand the manifestations and impact of such behavior. This is accomplished through training. Quarterly EO training is mandatory per AR 600-20, Chap 6. Commanders will execute such training and ensure their Soldiers attend.

e. If you feel that you are a victim of discrimination, do not hesitate to visit the Equal Opportunity Staff Office (EOSO), Building 3230, Sumter Avenue, or call 751-2990/7163, for assistance. Fort Jackson has also established an EO/Sexual Harassment Assistance Line at 751-4916. Complaints will be filed at the EOSO, through your brigade EO advisor, or through your chain of command.

f. Each commander/commandant will publish and post a separate written policy memorandum on prevention of sexual harassment, EO, and EO/Sexual Harassment complaint procedures.

4. The proponent for this policy memorandum is the Equal Opportunity Staff Office, (803) 751-2990/7163/4916.

  
BRYAN T. ROBERTS  
Brigadier General, U.S. Army  
Commanding